

**Mayor and Council
Town Of Middletown
19 W. Green Street, Middletown, DE 19709
(302) 378-2711**

Job Title: UNDERGROUND UTILITY LOCATOR / GIS FIELD WORKER
Department: Public Works
Reports To: Superintendent of Daily Operations
FLSA Status: Non-Exempt

Summary:

The essential functions of the position within the organization is to locate and/or record the position of above and below ground utility lines and utility infrastructure. The position is responsible for all Town owned utilities for the assigned department. The position works under the general supervision of the Public Works Superintendent of Daily Operations independently developing their own work methods and sequences.

Essential Duties and Responsibilities: Include essential tasks performed by the position. Other duties may be assigned.

- Locates and marks underground utility lines such as electric, water, or sewer prior to commencement of excavation work.
- Uses the online Miss Utility web application to plan daily activities and record locates.
- Locates and records the position of Town owned utilities and infrastructure as part of the GIS database initiative.
- Uses the online ArcGIS web application to add/record/edit findings in the online maps.
- Reads and interprets engineering plans and/or Web based maps to facilitate completion of tasks.
- Uses industry approved practices, equipment and technology to facilitate completion of tasks.
- Investigates complaints pertaining to utility service problems; interacts with other departments to resolve problems.
- Provides upgrade information on locations of underground utilities to facilitate plan revision.
- Completes and documents work orders; prepares routine reports for area of responsibility as required.
- Locates and marks private underground utility lines as requested by supervisor.
- Locates, marks and records the position of other infrastructure or equipment as requested by supervisor.
- Attends staff and other professional meetings to exchange information.
- Assists other Locators and GIS field workers as required.
- Utility Locators will also be required to assist meter technicians with bi-monthly electrical disconnects for nonpayment.
- Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the locating of utilities of high value.
- Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Special Requirements:

- Ability to work overtime during scheduled, bi-weekly disconnects and reconnects.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Be able to communicate clearly, either in written or oral manner with Town employees, outside contractors, engineers or members of the public as part of their daily activities.
- Be willing to provide assistance to other Town employees, outside contractors, engineers or members of the public as part of their task completion.
- May be required to instruct or assign duties to coworkers.
- Basic knowledge of the practices, tools, equipment and materials used in the operation of utility location and GIS operations.
- Basic knowledge of the proper safety practices employed in the operation of vehicles, equipment and job site safety.
- Ability to understand and follow verbal and written instructions.
- Physical ability and skills necessary to perform the duties of the position.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read routine sentences or instructions; write routine sentences and complete routine work forms; speak routine sentences using standard grammar.
- Ability to perform semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
- Ability to use personal computers, tablets, smart cell phones and other related technology used as part of their job requirements.
- Ability to make decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Education and/or Experience:

- Graduate of high school or any combination of education equivalent to a high school education.

Language Skills:

- Ability to read routine sentences or instructions.
- Ability to speak routine sentences and communicate using standard grammar.
- Ability to write routine sentences and complete online data entry or paperwork forms.

Mathematical Skills:

- Computes or performs arithmetic operations.
- Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages or use basic algebra or geometry.

Reasoning Ability:

- Ability to apply common sense understanding to carry out detailed but uninvolved instructions furnished in written, or oral, form.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- The ability to understand the nature of the position and the safety requirements that are necessary to the position.

Certificates, Licenses, Registrations:

- Must have a valid driver's license.
- Must successfully pass pre-employment drug and alcohol testing.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 55 pounds without assistance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the worker will frequently be exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat.
- The employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.